

RETURN OR TRANSFER OF H1N1 VACCINES REPORT



Transferring Provider

1. Please print or type.
2. **Complete sections 1, 2, 3, and 4**
3. Make a copy of this completed form for your record and fax a copy to your local health department.
4. Enclose the original copy of this form in the package with your viable vaccines to be transferred.
5. If returning non-viable vaccines to McKesson Specialty Distribution, clearly label "Non-Viable Vaccine Enclosed" on outside of shipping container.

Receiving Provider

1. Please print or type.
2. **Complete sections 1, 2, 3, 4, and 5**
3. Make a copy of this completed form for your record and fax a copy to your local health department.

			PIN
			COUNTY
NAME OF PHYSICIAN'S OFFICE, PRACTICE, CLINIC, ETC.			DATE
MAILING ADDRESS (NUMBER/STREET)	CITY	ZIP CODE	TELEPHONE NUMBER
CONTACT PERSON	SIGNATURE	TITLE	FAX NUMBER

Section 2					Section 3	Section 4			Section 5		
MANUFACTURER	LIVE-INTRANASAL OR INACTIVATED VACCINE	LOT NUMBER	EXPIRATION DATE	NUMBER OF DOSES	TRANSACTION CODE (SEE BELOW)	TRANSFERRED TO: RECEIVED FROM:			FOR LOCAL HEALTH DEPARTMENT AND RECEIVING PROVIDERS USE ONLY		
						NAME	PIN	TELEPHONE	VACCINE RECEIVED IN GOOD CONDITION?		
									YES	NO	N/A

TRANSACTION CODES—Enter one of these codes into the column above. Provide additional information as required.

CODE	MEANING	NOTES	ADDITIONAL INFORMATION
1	Viable Vaccine—Transferred to local health department or registered H1N1 provider	<i>You need the prior approval of the local health department to transfer H1N1 vaccine to another registered H1N1 provider.</i>	
2	Viable Vaccine—Received from local health department or registered H1N1 provider	<i>You must complete a "Return or Transfer of H1N1 Vaccines Report" to indicate receipt and condition of vaccines.</i>	
3	Spoiled Vaccine—Returned to McKesson Specialty Distribution Center	<i>You must send the local health department, with this report, a letter detailing the events (e.g., power outage) that resulted in spoiled vaccine.</i>	Return vaccine to: <i>McKesson Specialty Distribution Center 1750 Enterprise Blvd. West Sacramento, CA 95691</i>
4	Expired Vaccine—Returned to McKesson Specialty Distribution Center		

How to Transfer Viable H1N1 Vaccines

- H1N1 vaccines can be transferred to your local health department or to another registered H1N1 vaccine provider **with the approval of your local health department**. Your local health department can help to identify a registered H1N1 provider and facilitate the transfer to the provider in need. Please contact your local health department for instructions and approval prior to transferring your viable H1N1 vaccine to your local health department or another registered H1N1 provider.
- Only viable H1N1 vaccines may be transferred to your local health department or another registered H1N1 vaccine provider. Non-viable or expired vaccines will not be accepted as transfers.
- After obtaining approval from your local health department, complete the "Return or Transfer of H1N1 Vaccines Report" and fax a copy to your local health department. Keep a copy for your records. Enclose the original copy of the form in the package with the H1N1 vaccines to be transferred.
- The provider that is receiving the vaccines will need to complete a "Return or Transfer of H1N1 Vaccines Report" to indicate receipt and condition of vaccines on the form and if vaccines are transferred to another registered H1N1 vaccine provider. The receiving provider must then fax a copy of the form with the complete information to their local health department and keep a copy for their records.
- Records of transfers will be kept by the local health departments.

How to Return Non-Viable or Expired H1N1 Vaccines

- Non-viable or expired vaccines must be returned to McKesson Specialty Distribution Center. McKesson Specialty Distribution will not accept viable H1N1 vaccines. To transfer viable H1N1 vaccines, contact your local health department for approval and instructions
- Complete the "Return or Transfer of H1N1 Vaccines Report" and fax a copy to your local health department. Keep a copy for your records.
- Ship the non-viable or expired vaccines to:

McKesson Specialty Distribution Center
1750 Enterprise Blvd.
West Sacramento, CA 95691

Packaging and Shipping Vaccines

All vaccines must be packaged and shipped appropriately to maintain cold chain integrity. Please refer to the following websites for information on how to properly package and ship your H1N1 vaccines:

www.immunize.org/catg.d/p3049.pdf

www2a.cdc.gov/vaccines/ed/shtoolkit/pages/cold_chain.htm#ImportanceofMaintainingColdChain

For questions, please call the H1N1 Provider Contact Center at 1-888-867-6319.